

**DEPARTMENT OF THE ARMY**

Office of the Deputy Chief of Staff for Personnel, G-1  
USACHRA, JRTC & FORT POLK CIVILIAN PERSONNEL ADVISORY CENTER  
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CIVILIAN PERSONNEL  
BULLETIN NO. 18-06

12 October 2006

**VOLUNTARY SEPARATION INCENTIVE PAY (VSIP)  
FOR  
MEDDAC EMPLOYEES**

**OPEN WINDOW 12 OCT 06 - 26 OCT 06**

1. Based on Section 9902(i) of title 5, United States Code (U.S.C.), as enacted by section 1101 of the National Defense Authorization Act for Fiscal Year 2004, Public Law 108-136 (November 24, 2003), the MEDCOM/OTSG has authority to continue to offer special workforce restructuring buyouts during FY-07. This buyout authority is for GS-15 (or equivalent) and below positions.

2. MEDCOM must use this authority primarily to effect (1) civilian force reshaping (e.g., to encourage employees to leave positions to be replaced with updated or different skills to ensure the right competencies and skills mix for mission accomplishment and continuity of capabilities and contributions), (2) organization restructuring (e.g., to change the occupational series or grade level of the position or to change a supervisory position to nonsupervisory), or (3) to reduce the end strength. MEDCOM/OTSG has authority to offer approximately 275 special workforce restructuring buyouts during FY 07.

3. This authority may be used with optional retirements, early retirements (VERA), and resignations. An employee approved for VSIP must be off the MEDDAC rolls by the date determined by the Command, which may be the first date eligible for retirement, but can not be later than 30 Sep 07.

4. All special buyouts and early retirements under the delegated authority must adhere to the guidance below:

a. Special Buyout Authority Eligibility:

- Be US citizen employees as defined by 5 U.S.C. 9902(i);
- Be serving under an appointment without time limitation;
- Have been employed by the Federal Government for a continuous period of at least 12 months;
- Eligible for VERA, Optional Retirement or Resignation;
- Not be a reemployed annuitant;
- Not have a pending or approved application for disability retirement or an employee having a disability on the basis of which such employee is or would be eligible for disability retirement. Generally, an employee on long term compensation

would likely be ineligible based on this provision. However, an employee who is receiving workers compensation is eligible for VSIP;

- As a general rule, ineligible if: occupying a "hard to fill" position; receiving a retention allowance; covered by a written service agreement from a PCS move or training; in receipt of a recruitment or relocation bonus; on a special salary rate;
- Not in receipt of specific notice of RIF separation;
- Not in receipt of a decision of involuntary separation for misconduct or unacceptable performance;
- Not in receipt of a earlier separation incentive payment;
- Not have accepted a position in another Federal Agency.

b. Special Early Retirement Eligibility:

- Employees must have completed 25 years of service; or become 50 years of age and completed 20 years of service before date of retirement;
- On DoD rolls for more than 30 days before the date on which a determination was made to conduct a workforce reduction or restructuring action;
- Not serving on a time limited appointment;
- Not in receipt of a decision of involuntary separation for misconduct or unacceptable performance.

5. Eligibility for Optional Retirement:

- Age 62 with 5 years of service;
- Age 60 with 20 years of service;
- Age 55 with 30 years of service;
- FERS Minimum Retirement Age (55 or older) with 10 years of service (reduced annuity)

6. Special Buyout and Early Retirement Authority Conditions:

- A buyout recipient is required to repay the entire amount of the buyout (buyout amount before taxes and deductions) if reemployed by a Federal agency within five years of receiving the buyout. This includes employment through a personal services contract;
- When the number of employees applying for the special buyout exceeds the authority available to the Component, applications will be processed in order of seniority using the leave service computation date;
- Under the special buyout authority, position restructuring will be restricted to that position vacancy created by application of the buyout;
- **Eligible employees must be off the rolls by the date specified in paragraph 3.**

7. **Not an entitlement.** Employees are reminded that the primary purpose of the VSIP and VERA authorities is to encourage employees to

leave the rolls voluntarily. The incentives may only be approved, if the criteria are met and funding is available. Neither incentive is an employee entitlement. Consequently, disapproval of an employee's request for VSIP or VERA is not a grievable matter and does not serve as a basis for a complaint or appeal.

8. The Employee Application and Supervisory Endorsement is attached. If eligible and interested in optional retirement, early retirement (VERA), or resignation, and VSIP, the following procedures apply:

a. Employee completes and signs Employee Application;

b. Employee submits application to immediate supervisor ensuring sufficient time is given to supervisor for review and consideration of the application prior to the closing date;

c. Supervisor reviews application in a timely manner and completes Supervisory Endorsement, **only if decision is made to approve;**

d. Supervisor returns all applications to employees, ensuring that **approved applications** are returned in sufficient time to allow employees to submit by closing time and date;

e. Employee submits approved application to **Charlotte Strother, MEDDAC, Resource Management Division (RMD), NO LATER THAN 1630 hours on 26 October 2006.**

f. Incomplete applications and applications received after the closing time and date will not receive consideration.

9. All **approved** applications received by the closing date will be processed by the RMD and forwarded to the Commander for approval/disapproval. All applications endorsed by the Commander will be forwarded to MEDCOM for final approval/disapproval. **Upon verification of available FY-07 VSIP funding, RMD will provide written notifications to employees of MEDCOM approval/disapproval of their requests.**

10. Employees with questions regarding their retirement eligibility and annuity should contact the Army Benefits Center - Civilian (ABC-C) telephonically at 877-276-9287, TDD 877-276-9287 or go on line at [www.ABC.ARMY.MIL](http://www.ABC.ARMY.MIL).

11. All questions regarding the contents of the announcement should be addressed to Krista Lowery at 531-6805.

Encl

*//Original Signed//*  
DONALD R. MALLETT  
Director, Civilian Personnel  
Advisory Center

**MEDCOM FY 07 Voluntary Separation Incentive Payment for Reshaping or Downsizing  
(Employee Application and Supervisory Endorsement)**

**To be completed by applicant for Voluntary Separation Incentive Payment (VSIP) – PLEASE TYPE:**

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
Organization: \_\_\_\_\_ Occupational Title, Series and Grade: \_\_\_\_\_  
Service Computation Date: \_\_\_\_\_ Servicing CPAC: Fort Polk, Louisiana  
Work telephone number (Area Code + number): \_\_\_\_\_  
Date Eligible for Optional or Early Retirement (must be on or before 30 Sep 07): \_\_\_\_\_  
Projected Date (must be on or before 30 Sep 07): **Effective Date:** \_\_\_\_\_  
Type of Separation: **Optional Retirement** \_\_\_\_\_ **VERA** \_\_\_\_\_ **Resignation** \_\_\_\_\_

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

**To be completed by Supervisor – PLEASE TYPE:**

I approve the employee application for a VSIP. The vacated position will be restructured from

\_\_\_\_\_ to \_\_\_\_\_  
(TDA #, Para/Line #, Series/Grade/Title) (TDA #, Para/Line #, Series/Grade/Title)  
**OR**

Will be abolished. \_\_\_\_\_

The reasons for the change are as follows:

- \_\_\_\_\_ Changing mission requirements of the organization requires position change.
- \_\_\_\_\_ To convert the position to non-supervisory, in keeping with current goals to flatten Federal organizations and to reduce management hierarchies.
- \_\_\_\_\_ Current incumbent fails to meet changing qualification requirements for the position (e.g., newly imposed educational requirement for GS-1102).
- \_\_\_\_\_ To reduce overall organizational costs.
- \_\_\_\_\_ To change the structure of the organization.
- \_\_\_\_\_ Position Abolishment.
- \_\_\_\_\_ Other (Explain): \_\_\_\_\_

**MEDCOM FY 07 Voluntary Separation Incentive Payment for Reshaping or Downsizing  
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**APPROVED:**

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

Type Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Title and Pay Grade: \_\_\_\_\_

**ENDORSEMENT:**

\_\_\_\_\_  
**WILLIAM K. STATZ**  
**COL, MC**  
**Commander**

\_\_\_\_\_  
Date